



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 1746.10B
002

AUG 16 1999

NAS LEMOORE INSTRUCTION 1746.10B

From: Commanding Officer, Naval Air Station, Lemoore

Subj: POLICIES AND PROCEDURES FOR THE OPERATION AND
ADMINISTRATION OF THE CHIEF PETTY OFFICERS' CLUB

Encl: (1) Chief Petty Officers' Club By-Laws
(2) Request for use of the Chief Petty Officers' Club Area

1. Purpose. To provide policies and procedures for the operation and administration of the Chief Petty Officers' Club.

2. Cancellation. NASLEMINST 1746.10A

3. Authorized Patrons:

a. All active duty, retired and drilling reserve, Chief, Senior, and Master Chief Petty Officers, are strongly encouraged to participate in the Chief Petty Officers' Club. The Chief Petty Officers' Club support unit social functions and provides a congenial atmosphere for Chief Petty Officers' (CPOs) and their families and friends who desire social activities and interaction within their peer group. The Chief Petty Officers' Club is similar to business and professional group memberships in civilian organizations and should be viewed as such.

b. Categories:

(1) Active duty, reservists, TAR, retired military (E-7 through E-9) and their spouses.

(2) Department of Defense (DoD) civilians of equivalent paygrade (GS-5 and GS-6).

4. CPO Club Advisory Board Compositions. Each command shall provide one primary and one alternate as board members. These board members shall be designated by the Commanding Officer, Naval Air Station Lemoore as a Chief Petty Officer Club Advisory Board Member.

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5. Other Armed Forces Personnel. Complete reciprocity of Chief Petty Officers' Club activities, privileges and programs shall be accorded to members of other military services who have E-7 through E-9 messes or associations.



T. L. BENHAM
Acting

Distribution: (NASLEMINST 5215.2V)
LISTS B & E

**NAVAL AIR STATION LEMOORE
CHIEF PETTY OFFICER'S ASSOCIATION**

"BY LAWS"

ARTICLE 1

NAME

SECTION 100. The name of this organization shall be the Naval Air Station Lemoore, "CHIEF PETTY OFFICER'S ASSOCIATION".

ARTICLE 2

OBJECT

SECTION 200. The object of this Association shall be to assemble for social interaction and keep ourselves informed of the Naval Air Station, and United States Naval matters, whereby we may continue to loyally serve the nation and the United States Navy.

ARTICLE 3

MEMBERSHIP

SECTION 300. Eligibility for membership in the Naval Air Station Lemoore Association shall be restricted to the following:

SECTION 300.1(a). All active duty military attached to the Naval Air Station, Lemoore or tenant commands in paygrades E-7 through E-9.

SECTION 300.2(a). All retired personnel who retired in paygrades E-7 through E-9.

SECTION 300.3(a). A member in good standing will be defined as one whose dues have not elapsed three months. A former member will be defined as one whose dues have elapsed beyond three months. Former members shall not have any rights or privileges of membership until reinstated upon bringing dues up to date.

ARTICLE 4

DUES

SECTION 400. Dues will be assessed in the amount of \$5.00 per month (\$50.00 per year if paid in advance), to each eligible

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member. Additionally, new members shall pay a minimum of three months dues in advance as a show of good faith.

ARTICLE 5

OFFICERS

SECTION 500. The Officers of the Naval Air Station, Lemoore's Chief Petty Officer's Association shall be governed by a President (Command Master Chief of the Naval Air Station, Lemoore), Vice-President, Secretary, and Treasurer. The Vice-President, Secretary, and Treasurer will be elected offices and will be voted on by the members of the Chief Petty Officers Association.

SECTION 500.1(a). All Officers of the Naval Air Station, Lemoore Chief Petty Officer's Association shall be members in good standing.

SECTION 500.2(a). Officers who find that due to transfer, medical or problems of a severe nature cannot properly fulfill the obligations of the duties of their elected office, shall resign in the best interest of the Association. The resignation shall be submitted in writing to the President of the Association. The statement will stipulate the reasons for resignation.

SECTION 500.3(a). In the case of vacancy in office, a meeting shall be called for the members to elect a successor.

SECTION 500.4(a). Any member in good standing is eligible to hold an elected office.

SECTION 500.5(a). The elections of the Naval Air Station, Lemoore Chief Petty Officer's Association shall be held in the following order: (1) Nominations will be opened to the Association; (2) After all nominations have been made, nominations will be closed; (3) A vote by show of hands shall be taken to tally votes. Majority vote shall rule and elect. Proxy votes are prohibited.

SECTION 500.6(a). Officers elected shall have a term of one year.

Section 500.7(a). Duties of the Officers shall be as follows:

a. Duties of the President: The President of the Association shall be the Command Master Chief of Naval Air

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Station, Lemoore. The President will chair all Association meetings and the Audit Committee.

(1) The President shall represent the Association in all of it's relations or matters relating to the Commanding Officer.

(2) The President shall appoint work in liaison with all assigned committees.

(3) The President shall call special meetings as may be deemed necessary.

(4) The President shall conduct an audit not less than bi-annually upon commencement of the Treasurer's term of office, at mid-term and any other time deemed necessary. The committee shall be comprised of the President and two CPOA members in good standing. Officers with check signing authority shall not be authorized to audit the Association books.

b. Duties of the Vice-President: The Vice-President will be elected every year in March. The Vice-President, in the absence of the President, shall perform the duties of that office.

c. Duties of the Secretary: The Secretary will be elected every year in June. The Secretary shall be the chief assistant to the President in carrying out administrative duties as follows:

(1) Be in charge of all official correspondence and shall maintain such files as may be necessary.

(2) Maintain a perpetual file of records of regular meetings.

(3) Maintain a file of By-Laws which have been adopted by the Association and will provide a copy to all new members.

(4) Maintain an up-to-date listing of Chief Petty Officers who are attached to Naval Air Station, Lemoore. The listing shall consist of a designation who are members and who are non-members.

(5) Make the necessary arrangements for the monthly Association meetings, and publish all scheduled meetings for attendance purposes.

d. Duties of the Treasurer: The Treasurer will be elected every year in September. The Treasurer shall be the finance,

distributing and purchasing officer of the Naval Air Station, Lemoore Chief Petty Officer's Association. Duties are as follows:

(1) Receive all monies paid to the Association as either dues or monies received and maintain accurate records of such monies.

(2) Make all disbursements on behalf of the Chief Petty Officer's Association.

(3) Be responsible for the accurate and proper maintenance of the financial records of the Association, to include an account of receipts and disbursements, and to disclose the condition of any account at any time.

(4) Make a monthly itemized report to the Association.

(5) Purchase all items authorized and delineated in Article 9.

ARTICLE 6

COMMITTEES

SECTION 600. The President shall appoint committees as may be deemed necessary.

SECTION 600.1(a). Audit committee shall audit records a minimum of semi-annually.

SECTION 600.2(a). Audit committee shall consist of the President and two appointed Association members in good standing.

SECTION 600.3(a). Special audits may be conducted when deemed necessary by majority vote of the Association.

SECTION 600.4(a). Association committees shall perform the duties of their titles and shall function under the supervision of the Association President.

ARTICLE 7

MEETINGS

SECTION 700. The Naval Air Station, Lemoore Chief Petty Officer's Association shall hold meetings at 1500 on the third (3rd) Tuesday of each month.

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SECTION 700.1(a). All members in good standing shall be authorized to vote at Association meetings.

SECTION 700.2(a). The order of business at the monthly Association meeting will be as follows:

- (1) Call to order
- (2) Introduction of new members, guests
- (3) Reading of the previous minutes
- (4) Treasurer's report
- (5) Committee reports (as applicable)
- (6) Unfinished old business and action on committee reports
- (7) New business
- (8) Good of the order
- (9) Adjournment

ARTICLE 8

PARLIAMENTARY AUTHORITY

SECTION 800. The rules contained in "Robert's Manual of Parliamentary Procedure Law" shall govern the proceedings in all cases not covered by our own By-Laws.

ARTICLE 9

EXPENDITURES

SECTION 900. The only authorized expenditures of the Association funds are stipulated in the following sub-paragraphs:

SECTION 900.1(a). All regular members in good standing will receive a Naval Air Station, Lemoore plaque from the Association upon retirement, transfer, or honorable discharge (ie: medical, TDRL, etc.)

SECTION 900.2(a). All regular members in good standing shall receive a "SHADOW BOX" commemorating his/her naval career upon retirement. Cost is not to exceed \$110.00.

SECTION 900.3(a). A FLORAL FUND will be established to purchase a "get well" card for members in good standing or for members of their immediate family in case of illness. Additionally, this fund will be utilized to purchase floral arrangements for members or their immediate family in the event of death. These purchases shall not exceed \$50.00.

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SECTION 900.4(a). A reimbursement of initial name tag provided to newly reporting and newly selected Chief Petty Officer's assigned aboard Naval Air Station, Lemoore shall be provided.

SECTION 900.5(a). Special expenditures of funds shall be allocated by a majority vote of the members present, and in good standing, at scheduled Association meetings, or special meetings as deemed necessary. These funds may be used for "Hail and Farewell" tabs, charity donations etc.

SECTION 900.6(a). To provide for personnel reporting or departing to/from the Association, beverages will be purchased by the Association for a time period not to exceed one hour, immediately following the Association meeting for "Hail or Farewell" of the individual only.

ARTICLE 10

AMENDMENTS

SECTION 1000. The By-Laws may only be amended by the action of the Association and it shall require a two-thirds majority vote of the members present and in good standing.

SECTION 1000.1(a). Proposed amendments of the By-Laws shall be proposed at the regular Association meeting, re-read, debated, and voted on as stipulated in SECTION 1000.

SECTION 1000.2(a). Amendments to the By-Laws adopted by the Association shall become effective immediately upon adjournment of the meeting unless otherwise specified.

SECTION 1000.3(a). By-Laws shall be reviewed annually during the regular Association meeting in the month of January, by all members in good standing.

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REQUEST FOR USE OF THE CHIEF PETTY OFFICERS' CLUB BAR AREA

Date Submitted: _____

Date of Function: _____

Time of Function: From: _____ To: _____

Type of Function: _____

Dress Code: _____

Number of People: _____

Status of Guests (Rank/Rate): _____

Command/Department Requesting Function: _____

_____/_____
Phone ext. Signature of Requestor